# DRAFT - New Budget and Financial Forecasting Report – information for Administrators

NSF required in FY2014 that UCAR's rate methodology change from a fixed rate with carry forward to a provisional and final rate. Provisional indirect rates are applied in the accounting system during the fiscal year. After year end, final rates are calculated based on audited actual revenues and expenses and reapplied to award expenses, thereby recalculating indirect charges. In an effort to estimate UCAR's final indirect cost rate and impact, interim rates will be calculated and applied internally in the Corporate Performance Management (CPM) tool on a quarterly basis for planning purposes.

Throughout the fiscal year as we plan with interim rates, IFAS, as well as any ART and some BI reports, which rely on IFAS indirect calculations and resulting Funds Available, will become less meaningful. However, the interim rates will be applied in the CPM tools for the intentions of planning and forecasting expenses and estimating funds available and are available via Cognos BI and FAB / UI.

This new report uses the **Interim Rates or IR rates**. The Interim Rates default to the Provisional Rates until such time as interim rate changes are approved and applied in CPM. So rates in this report will remain accurate for planning and estimating where accounts and projects will be at year end.

There are two version of this report: Snapshot and Regular - Working Plan CPM Real Time.

**Snapshot version - everything is** <u>*FROZEN*</u> as of month end. This means that no data changes when this report is run at a later date, everything is *frozen* or *static* as of that particular month end. This is typically the version Administrators provide to PI's, Managers and Directors.

- IFAS information including Budget and Incurred Actuals with drill down to detail
- Open Encumbrances and drill down to detail
- Expected Funds entered in FAB /UI (Expected Budget not yet at UCAR)
- Working Plan Remaining entered in FAB / UI
- Forecast Expenses (Incurred Actuals + Working Plan Remaining)
- Forecast Funds Available (IFAS Budget less Forecast Expenses)
- Employee Plan to Actual Hours and Dollars based on Actuals and Working Plan
- At this time, User Defined Attributes of PoP and Notes are **NOT** frozen.

# Regular version – only IFAS Budget and Actuals are <u>FROZEN</u>; FAB / UI Working Plan information and Open Encumbrances are all CPM Real Time. This allows

administrators to see impacts of updates and changes in FAB / UI to the Working Plan, Expected Funds and User Defined Attributes prior to the next month end. The report is NOT static and numbers will change as the information in the Working Plan changes.

#### Only the following remain *FROZEN* as of month end:

- IFAS information including Budget and Incurred Actuals with drill down to detail

#### The following information UPDATES CPM Real Time:

- Open Encumbrances and drill through from IFAS Are NOT frozen in this version.
- Expected Funds entered in FAB /UI (Expected Budget not yet at UCAR)
- Working Plan Remaining entered in FAB / UI
- Forecast Expenses (Incurred Actuals + Working Plan Remaining)
- Forecast Funds Available (IFAS Budget less Forecast Expenses)
- Employee Plan to Actual Hours and Dollars based on Actuals and Working Plan
- User Defined Attributes of User defined PoP and Notes

# The Sections of the report include:

- Current Account Information
- FY Account Forecast Summary Status
- FY Forecast Trend Graph
- FY Account Forecast Summary with non-salary open encumbrance information
- YTD Forecast of Expenses with Drill Down to cumulative actuals detail
- Monthly Actuals with Drill Down to monthly actuals detail
- Employee Plan to Actual Summary with current profile and drill through to employee detail

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# **Descriptions of the Sections of the New Report:**

# **Current Account Info Section**

#### **Provides information about the specific account key:**

- **COA Information** Account Key and Short Description, Status, Long Description, Acct Manager, Fund Source, Proposal #, Contract ID, Contract, Contract Period of Performance
- **Optional User Defined Information** from data entry FAB / UI provides POP Begin and End Date, User Defined Notes

#### \*\*\* The User Defined Information is not frozen and static in the Snapshot. \*\*\*

Current Account Info			
Account:	190004 - Postdoc. Fellows	Account Status:	Active
Program Title:	Postdoctoral Fellowships	Program Lead:	Hagan, M.
Funding Source:	NSF Regular/CORE Funding	Proposal No.	ZZ
IFAS Contract No.:	M0856145	Group:	ZZ
Contract No.:	M0856145 NSF NCAR COOP		
Period of Performance:	10/01/2008	To:	09/30/2018
User-specified POP:		To:	
Notes:			

# FY Account Forecast Summary Section

Provides information about the account status, including budget, expected funding, actual expenses, planned expenses and forecast funds available:

- **IFAS Information** Budget, Incurred Actuals as of the month end
- **FAB / UI Information** Expected Funds not yet at UCAR, Working Plan Remaining from the month end forward
- **Calculated Information** Forecast Expenses (Incurred Actuals + Working Plan Remaining) Forecast Funds Available (IFAS Budget Forecast Expenses)
- Interim Rates applied to all actual and planned expenses

In the electronic version, which is not designed to print, the column headers include "Roll Over" technology to allow the user to see an explanation of the column title.

FY Account Forecast Summary											
	1 IFAS Budget	2 Expected Funds	3 Total Expected Funds	IR <mark>4</mark> Incurred Actual EOM YTD	5 IR Working Plan Remaining	6 IR Forecast	<mark>7</mark> IFAS Budget vs IR Forecast				
5000 - Salaries	\$960,385	\$0	\$960,385	\$228,898	\$710,986	\$939,884	\$20,501				
5100 - Benefits	\$534,860	\$ 0	\$534,860	\$126,581	\$393,175	\$519,756	\$15,104				
5200 - Materials & Supplies	\$72,126	\$ 0	\$72,126	\$27,228	\$46,457	\$73,685	(\$1,559)				
5300 - Purchased Services	\$17,421	\$ 0	\$17,421	\$8,438	\$11,614	\$20,052	(\$2,631)				
5400 - Travel	\$109,212	\$ 0	\$109,212	\$28,633	\$58,071	\$86,705	\$22,508				
5500 - Equipment	\$20,000	\$ 0	\$20,000	\$ 0	\$13,333	\$13,333	\$6,667				
5700 - G&A Overhead/Burden	\$994,319	\$ 0	\$994,319	\$243,560	\$717,538	\$961,098	\$33,221				
All Revenue and Expenses	\$2,708,324	\$ 0	\$2,708,324	\$663,338	\$1,951,175	\$2,614,513	\$93,811				

### **Explanation of Columns:**

- 1. IFAS Budget Uncommitted + Committed Carryover + New Funds + Transfers (Similar to Working Budget)
- 2. Expected Funds Expected Funding not yet at UCAR NEW
- 3. Total Expected Funds IFAS Budget + Expected Funding not yet at UCAR NEW
- 4. IR Incurred Actual EOM YTD Incurred Actual Expenses YTD at Interim Rate as of Latest End of Month (Revenue and Expenses in IFAS Reports)
- **5. IR Working Plan Remaining** Working Plan with Interim Rates Applied from latest End of Month forward (*Working Plan centralized, calculated, changing scenario for planning staff & non-salary expenses*) (Similar to Encumbrances in IFAS, based on Working Plan)
- 6. IR Forecast Forecast Expenses at Interim Rate (Incurred Actual Expenses EOM YTD + IR Working Plan Remaining) NEW
- IFAS Budget vs IR Forecast IR Forecast Funds Available difference between IFAS Budget and IR Forecast (Similar to Funds Available in IFAS)

# **FY Forecast Trend Section**

Provides a graphical illustration of forecast expenses over the year relative to both the IFAS Budget and with additional expected funding not yet in IFAS:

- IFAS Budget spread evenly over the fiscal year
- Expected Funds + IFAS Budget spread over the fiscal year
- IR Incurred Actuals graphed monthly as incurred
- **IR Working Plan** graphed monthly as planned
- IR Forecast graphed monthly based on actual expenses and remaining Working Plan

In the electronic version, which is not designed to print, the points on the graph include "Roll Over" technology to allow the user to see the data point.



### **YTD Forecast Section**

Provides a cumulative monthly Forecast at the Expense Class Level, with actuals as of the latest month end and adds the Working Plan Remaining for the out months:

- Non Salary Encumbrances provides IFAS Non-Salary Encumbrances for the account key with drill down to IFAS details
- **IR Incurred Actuals Portion of the Forecast** shows cumulative actuals by month with drill down to IFAS detail. (With IR, Benefits and OH are recalculated so these have no drill down in this report.)
- **IR Working Plan Portion of the Forecast** this displays cumulatively the actuals and then planned expenses by month.

In the electronic version, which is not designed to print, the user can drill down to IFAS expense class and monthly cumulative detail on **indicated** data points. (Encumbrances are current as of month end.)

Y	D Forecast													
Γ			Oct YTD	Nov YTD	Dec YTD	Jan YTD	Feb YTD	Mar YTD	Apr YTD	May YTD	Jun YTD	JUI YTD	Aug YTD	Sep YTD
		Non Salary Encumbrance	IR Incurred Actual EOM YTD	IR Incurred Actual EOM YTD	IR Incurred Actual EOM YTD	IR Incurred Actual EOM YTD	IR_Forecast							
Г	5000 - Salaries		<u>\$27.225</u>	<u>\$118.071</u>	<u>\$174.273</u>	<u>\$228.898</u>	\$308,903	\$388,648	\$468,393	\$588,011	\$668,928	\$748,217	\$824,390	\$939,884
	5100 - Benefits		\$15,055	\$65,293	\$96,373	\$126,581	\$170,823	\$214,922	\$259,021	\$325,170	\$369,917	\$413,764	\$455,888	\$519,756
	5200 - Materials & Supplies	\$330	\$4,858	\$8.276	<u>\$14,174</u>	\$27,228	\$33,035	\$38,842	\$44,649	\$50,456	\$56,264	\$62,071	\$67,878	\$73,685
	5300 - Purchased Services	\$0	<u>\$5.658</u>	<u>\$6.580</u>	<u>\$7.856</u>	<u>\$8.438</u>	\$9,890	\$11,342	\$12,793	\$14,245	\$15,697	\$17,149	\$18,600	\$20,052
	5349 - Computing Service Center		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5400 - Travel	<u>\$19,991</u>	<u>\$1,854</u>	<u>\$5,239</u>	<u>\$9,030</u>	<u>\$28,633</u>	\$35,892	\$43,151	\$50,410	\$57,669	\$64,928	\$72,187	\$79,446	\$86,705
	5500 - Equipment	\$0	\$0	\$0	\$0	\$0	\$1,667	\$3,333	\$5,000	\$6,667	\$8,333	\$10,000	\$11,667	\$13,333
	5700 - G&A Overhead/Burden	<u>\$11.826</u>	\$28,865	\$116,365	\$174,134	\$243,560	\$325,154	\$406,511	\$487,868	\$605,635	\$688,062	\$769,002	\$847,097	\$961,098
Т	otal	\$32,147	\$83,515	\$319,824	\$475,840	\$663,338	\$885,364	\$1,106,750	\$1,328,135	\$1,647,853	\$1,872,130	\$2,092,389	\$2,304,965	\$2,614,513

## **Monthly Actuals Section**

#### Provides monthly detail at the expense class level:

 IR Incurred Actuals – in the electronic version, which is not designed to print, the user can drill down to monthly IFAS monthly and expense class detail via the indicated data

thly Actuals														
Г		Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	All Months
- F	5000 - Salaries	\$27.225	\$90,846	\$56,202	\$54,625	\$ 0	\$0	\$ 0	\$0	\$0	\$ 0	\$0	\$ 0	\$228,898
	5100 - Benefits	\$15,055	\$50,238	\$31,080	\$30,208	\$ 0	\$0	\$ 0	\$ 0	\$0	\$ 0	\$0	\$ 0	\$126,581
	5200 - Materials & Supplies	<u>\$4.858</u>	\$3,418	\$5,898	<u>\$13,054</u>	\$0	\$0	\$ 0	\$0	\$0	\$0	\$0	\$0	\$27,228
	5300 - Purchased Services	<u>\$5,658</u>	\$922	<u>\$1,276</u>	\$582	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,438
	5400 - Travel	<u>\$1.854</u>	\$3,385	<u>\$3.791</u>	\$19.603	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,633
	5700 - G&A Overhead/Burden	\$28,865	\$87,500	\$57,769	\$69,426	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$243,560
A	All Revenue and Expenses	\$83,515	\$236,309	\$156,016	\$187,498	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$ 0	\$ 0	\$ 0	\$663,338

# **Employee Plan to Actual Summary Section**

Provides information on any employee who is planned to and /or has charged time to the account key showing both hours and fully loaded costs for that specific key, based on applicable rates:

- Working Plan Remaining % on Key this provides the current % the employee is planned to the key, basically the current profile.
- **Incurred Actuals** this shows the actual hours and dollars the employee has charged to the key as of the last month end.
- **IR Forecast** this combines the actual as of the last month end and the remaining planned hours and dollars for the employee for the year, to project what their costs would be if they charge as currently planned.
- **Overall Working Plan** shows the current annual planned hours and dollars for the employee on the key.
- Overall Working Plan vs. Forecast compare the annual plan to the annual forecast

In the electronic version, which is not designed to print, the user can drill down on an <u>indicated</u> employee name to see detail for that individual's overall planned and / or actual time on all account keys. Again, this is currently showing fully loaded costs by account key.

Working Plan vs. Forecast shows if an employee has worked more or fewer hours than planned:

+10 hours – indicates the person worked less than planned

-10 hours – indicates the person worked more than planned

#### Discrepancies between Plan vs. Forecast may be due to:

- The employee may be working on another project / account key and charging less time
- The employee may be working more on this project / account key and charging more time
- Actual work time varies from the planned 85% or over-ride %; the employee may have taken no vacation or PTO yet this Fiscal Year or may have taken a significant amount. In general, as the year goes on and things average out, most employees will be closer to their planned work time percentage.

yee Plan to Actual Summary											
	Working Plan Remaining	Incurred A	ctual EOM YTD	IR Fore	ecast	Worki	ng Plan		Working Plan vs IR Foreca		
	Pct on Key Current Pay Period	Hours	Amount	Hours	Amount	Hours	Amount	1	Hours	Amount	
HUGHES, SARA - 011289	0%	75	\$5,348	75	\$5,348	83	\$5,890		8	\$54	
List of all	0%	134	\$9,591	134	\$9,591	122	\$8,707		(12)	(\$88	
employees	50%	292	\$20,785	303	\$21,553	295	\$21,000		(8)	(\$55	
who are	100%	588	\$41,865	1,272	\$90,525	1,253	\$89,123		(20)	(\$1,40	
planned on or	100%	544	\$38,716	1,278	\$90,960	1,303	\$92,709		25	\$1,7	
SALAZAR-CERRENO, JORGE - 086910	100%	600	\$42,699	1,572	\$111,847	1,541	\$109,612		(31)	(\$2,23	
who have	100%	539	\$38,303	1,713	\$118,314	1,742	\$118,788		30	\$4	
charged to this	50%	279	\$19,858	885	\$61,172	890	\$60,703		5	(\$46	
account key	100%	532	\$37,898	1,843	\$127,234	1,879	\$128,115		36	\$8	
KUMJIAN, MATTHEW - 012201	0%	488	\$34,732	488	\$34,732	475	\$32,397		(13)	(\$2,33	

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#### Cognos BI Reporting Tool Cognos BI PRODUCTION URL: https://famead.fanda.ucar.edu/ibmcognos/

# The new Cognos BI Budget and Financial Forecasting Reports are in: Public Folder > UCAR Reports > Adminstrative Reports >

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Month End Reports - Snapshot	Janu	uary 31, 2014 3:17:15 PM	More More		
Month End Reports - Working Plan Real Time	Janu	uary 31, 2014 3:14:33 PM	More More		
Temporary Employee Plan to Actual	Febr	ruary 4, 2014 11:53:30 AM	More More		
Utility Reports	Febr	ruary 4, 2014 11:42:08 AM	😭 More		

#### Snapshot vs. Regular

**Snapshot Version** – All information is frozen as of a selected month end. (\*\*\* User Defined Attributes of PoP and Notes are NOT frozen at this time. \*\*\*) *This STATIC version is used for most reporting because the forecast and funds available remain the same.* 

**Regular Version (Working Plan is CPM Real Time)** – All IFAS Budget and Incurred Actuals information is frozen as of the latest month end. This version does reflect current updates and changes in FAB / UI to the Working Plan, Expected Funds and User Defined Attributes as well as shows only current open encumbrances. "CPM" Real Time means FAB / UI info is updated immediately or on the hour and open encumbrance info is as of yesterday in IFAS. *This REAL TIME version is used by administrators to see the impact of changes in FAB / UI to the Forecast.* 

#### Summary vs. Detail

**Summary Version** - Summarizes data for selected keys, below the summary, either provides a drill down to report detail for each key selected in the Electronic Version, or lists report detail key by key for each key selected in the Printable Version. (This can be meaningful for a single contract or project, but the summary section may be strange for unrelated accounts.)

**Detail Version** - shows report detail key by key for each key selected. (This runs much like the current ABS Report.)

#### **Printable vs. Electronic**

**Printable Version** - set up to be converted and distributed at PDF files or printed PDF's. The PDF files do not include the drill down features. (This is what we will be using for report distribution, at least through February and March, or until the report distribution tool is tested and finalized.)

**Electronic Version** – reports not labeled "Printable" are set up to view on-line with full drill down and drill through features. (These are designed for automated distribution as well administrative use running and viewing directly in BI)

#### Month End - Snapshot Folder

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**SNAPSHOT Reports** – because this is frozen information as of month end, it is typically the version Administrators provide to PI's, Managers and Directors. The information remains the same if you run the same report later.

The required prompts include Snapshot Date and Fiscal Year and Accounts which are selected by one of the following: Acct keys, Subfacility, Facility, Contract, Fund Source and Acct Manager.

#### **Budget and Financial Forecasting - Snapshot Detail Report**

- snapshot as of a selected month end for selected account keys
- individually listed detail report for each key
- inlcudes drill down / drill through to actuals, and employee detail
- does not convert well to PDF

#### **Budget and Financial Forecasting - Snapshot Detail Printable Report**

- snapshot as of a selected month end for selected account keys
- individually listed detail report for each key
- Converts easily to PDF for printing or sharing
- does not inlcude drill down / drill through

#### **Budget and Financial Forecasting - Snapshot Summary Report**

- snapshot as of month end for selected account keys
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- inlcudes drill down / drill through to each account key, actuals and employee detail
- does not convert well to PDF

#### **Budget and Financial Forecasting - Snapshot Summary Printable Report**

- snapshot as of month end for selected account keys
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- converts easily to PDF for printing or sharing
- does not inlcude drill down / drill through

#### NOTES Regarding the BI Prompts for Running any of these Reports:

- Search and select for accts beginning with "19" returns any keys that begin with 19 and the report includes only those with financial activity during the time period.
- The Acct Status selection limits the keys returned to select from if you are looking for specific keys that may not be in an easy sequence to select and don't want to scroll every keyin the group.
- For those groups using Facility or Subfacility, search for your group Acronym, i.e., "EOL", "RAL"...
- To select by Acct Manager (based on what's in COA) select "Options" then "Contains any of these Key Words" since the person may be listed multiple ways, such as Smith, J., J. Smith, Smith J, etc.

#### Month End - Working Plan (CPM) Real Time Folder

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	Public Folders My Folders		4
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		Entries: 1	- 4
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🗉 👼 I	Budget and Financial Forecasting - Regular Detail	January 31, 2014 3:11:49 PM	😭 🕨 📐 🕥 🔡 🗔 More
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- 🏹 I	Budget and Financial Forecasting - Regular Summary Printable	January 31, 2014 3:14:33 PM	😭 🕨 📐 🕥 🔡 🖽 More

**REGULAR WORKING PLAN REAL TIME** – because only the IFAS information is frozen, this report allows administrators to easily see the impacts of updates and changes in FAB / UI to the Forecast. If information in FAB / UI has changed, the information changes if you run the same report later.

The required prompts include Fiscal Year and Accounts which are selected by one of the following: Acct keys, Subfacility, Facility, Contract, Fund Source and Acct Manager.

#### **Budget and Financial Forecasting - Regular Detail Report**

- IFAS info frozen as of a selected month end for selected account keys
- FAB / UI info and Open Encumbrances updates CPM Real Time
- individually listed detail report for each key
- inlcudes drill down / drill through to actuals, and employee detail
- does not convert well to PDF

#### **Budget and Financial Forecasting - Regular Detail Printable Report**

- IFAS info frozen as of a selected month end for selected account keys
- FAB / UI info and Open Encumbrances updates CPM Real Time
- individually listed detail report for each key
- Converts easily to PDF for printing or sharing
- does not inlcude drill down / drill through

#### Budget and Financial Forecasting - Regular Summary Report

- IFAS info frozen as of month end for selected account keys
- FAB / UI info and Open Encumbrances updates CPM Real Time
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- inlcudes drill down / drill through to each account key, actuals and employee detail
- does not convert well to PDF

**Budget and Financial Forecasting - Regular Summary Printable Report** 

- IFAS info frozen as of month end for selected account keys
- FAB / UI and Open Encumbrances information updates CPM Real Time
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- converts easily to PDF for printing or sharing
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